

JOB OPPORTUNITY

Department of Health and Human Services
Program Support Center
Human Resources Service
Personnel Operations Division



THIS POSITION IS IN THE OS/AoA BARGAINING UNIT

Position, Title, Series and Grade:

PUBLIC HEALTH ANALYST GS-685-14

Salary Range: \$74,697 - \$97,108

Announcement Number: OS-01-174

Opens: 10/01/01

Closes: 10/12/01

IN ORDER TO BE CONSIDERED, APPLICATIONS MUST BE RECEIVED IN THE PERSONNEL OFFICE BY CLOSE OF BUSINESS (5:00 P.M. EASTERN TIME) ON THE CLOSING DATE OF THIS ANNOUNCEMENT, THIS INCLUDES E-MAIL AND FAXED APPLICATIONS.

Relocation Expense: Will not be paid

Supervisory/Managerial Position: No

Bargain Unit Position: Yes

Competitive Status Required: No

Travel Required: Yes

Background Investigation Required: Selectee will be Required to undergo and successfully complete a Background investigation for non-sensitive/non-critical position.

Number of Vacancies: One (1)

Promotion Potential: None

Probationary Period Required:

One Year probationary period is required for newly appointed individuals in the competitive service.

Benefits: Life and Health Insurance, Sick and Annual Leave, Retirement, Thrift Savings Plan and Holidays

Organization and Duty Locations: DHHS, Office of the Secretary, Office of Public Health & Science (OPHS), Office of Human Research Protections (OHRP), Division of Assurance & Quality Improvement, Rockville, MD

Area of Consideration: ALL SOURCES - INCLUDING THE COMMISSIONED CORP

Duties and Responsibilities:

The incumbent develops ongoing policy recommendations on OHRP's growing role in the biomedical community. Serves as a policy analyst OHRP on ethical, social, and legal implications of biomedical and behavioral research as it relates to human subject protections. Is responsible for building and maintaining a working knowledge of a broad range of policies affecting OHRP, including bioethics activities, internal and external factors which impact on policy and planning activities, and major health and administrative policy issues, that could affect the activities for which the incumbent has responsibility. Provides support for special human subject protections policy assignments and requests. Assignments are made by OHRP leadership and involve independent analysis and evaluation of significant problems of questions pertaining to the field of human subject protections. The incumbent may be involved in any of the following roles; identifying needs, developing the agenda and Identifying the participants for major meetings; identifying all necessary and appropriate background materials; arranging for public testimony at national meetings; keeping DHHS components informed of the process and deliberations; and overseeing the report preparation, editing, reviewing, printing, and distribution process. The incumbent may be called upon to represent the OHRP position to other parts of DHHS and external organizations, and to provide guidance to other senior officials in interpreting and preparing material related to areas of expertise.

A SMOKE FREE WORK PLACE

Qualification Requirements:

Fifty-two (52) weeks of specialized experience directly related to the line of work of the of the position to be filled which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to at least the next lower grade in the Federal government.

Time-In-Grade: The applicant must have completed one year at the next lower level not later than 30 days from the closing date of this vacancy announcement.

Evaluation Criteria:

1. Knowledge of specific Federal laws, policies, and regulations (including the DHHS regulations for the protection of human subjects and applicable FDA regulations) regarding involvement of human subjects in biomedical and behavioral research investigations.
2. Skill in analytical and evaluative methods and techniques.
3. Skill in oral communication.
4. Skill in written communication.

Where to mail applications:

DHHS, PSC, Personnel Operations Division
Parklawn Building
P.O. Box 5346
Rockville, MD 20848-5346

Where to Fax applications:

Fax Number: (301) 480-3864

Where to hand carry applications:

Parklawn Building	Switzer Building
5600 Fishers Lane	330 C Street, SW
Room 17-38	Room 1100
Rockville, MD 20857	Washington, D.C. 20201

Where to E-mail applications:

Psc_staffing@psc.gov

Please indicate announcement number in the **subject** line.

IF SF-50, TRANSCRIPT, DD214, AND OTHER REQUIRED SUPPORTING DOCUMENTS ARE NOT SUBMITTED ELECTRONICALLY WITH RESUME, PLEASE FAX OR MAIL BY THE CLOSING DATE AND INDICATE APPLICABLE VACANCY ANNOUNCEMENT NUMBER.

Use one of the following software when submitting your Applications through E-mail: Microsoft Word, WordPerfect or ASCII Text. Only software listed can be considered.

Contact and Assistance Information: This announcement is also available for downloading to a personal computer from the Office of Personnel Management's Federal Job Opportunities Board on (912) 757-3100 or from the internet Website at <http://www.usajobs.opm.gov>.

For status of vacancy announcement or your application: 301-443-3201

For a copy of this announcement: 202-619-0146 or Web Address: www.psc.gov/spo/sw.html

For further information, please call Anita Ford (202)-260-6766.

AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

YOU MAY APPLY FOR THIS VACANCY WITH A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF-612), SF-171, OR ANY OTHER FORMAT YOU CHOOSE. YOUR

APPLICATION OR RESUME MUST CONTAIN THE FOLLOWING:

JOB INFORMATION: Announcement number, title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address (with zip code) day and evening phone numbers; social security number; country of citizenship (most federal jobs require United States citizenship); Veterans preference (if claiming veterans preference, please attach member copy #4 of the DD-214 and if 10 points, also attach SF-15); reinstatement eligibility; highest federal civilian grade (give job series and dates held-verify with SF-50).

EDUCATION: High School (name, city, state, and zip code, if known); date of diploma or GED; colleges or universities attended (name, city, state, and zip code, if known); major, including type of degree(s) and year(s) received (if no degree, show total credits earned indicate semester or quarter hours). Send a copy of your college transcript only if the job vacancy and announcement requests it.

WORK EXPERIENCE: Give the following information for your paid and non paid work experience related to the job for which you are applying: job title (include occupational series, if applicable, and employer's name and address); duties and accomplishments; supervisor's name and phone number (indicate if we may contact your current supervisor); starting and ending dates (month and year); hours per week, and salary of each specific work experience.

OTHER JOB-RELATED QUALIFICATIONS: training (course titles and dates); skills (e.g., typing, computer, language, machine, etc.); certificates and licenses; honors, awards, and special accomplishments (e.g., publications, memberships, in professional or honor societies, leadership activities, public speaking engagements and performance awards).

IF YOUR RESUME OR APPLICATION DOES NOT PROVIDE ALL THE INFORMATION REQUESTED ABOVE, YOU MAY NOT BE CONSIDERED FOR THE POSITION.

ADDITIONAL INFORMATION TO SEND

- * **YOUR MOST RECENT SF-50 (NOTICE OF PERSONNEL ACTION) VERIFYING COMPETITIVE STATUS AND GRADE PROMOTION POTENTIAL FOR CANDIDATES WHO ARE SERVING OR WHO HAVE SERVED AT THE GRADE OF THE ADVERTISED POSITION(S).**
- * **ALL STATUS AND VEOA CANDIDATES WHO WISH TO BE CONSIDERED FOR STATUS AND NON-STATUS REFERRAL MUST SUBMIT TWO (2) APPLICATIONS. IF ONLY ONE (1) APPLICATION IS RECEIVED, CONSIDERATION WILL BE GIVEN UNDER MERIT PROMOTION PROCEDURES.**
- * **IF A STATUS APPLICANT APPLIES FOR A NON-STATUS POSITION AND IS SELECTED THE EMPLOYEE IS REQUIRED TO SERVE A ONE YEAR PROBATIONARY PERIOD.**
- * **YOUR MOST RECENT PERFORMANCE APPRAISAL. IF NOT SUBMITTED ELECTRONICALLY WITH RESUME, PLEASE FAX OR MAIL AND INDICATE APPLICABLE VACANCY ANNOUNCEMENT NUMBER.**
- * **SUPPLEMENTAL STATEMENT ADDRESSING THE RANKING FACTORS LISTED IN THE ANNOUNCEMENT IS ENCOURAGED BUT NOT REQUIRED.**

OTHER REQUIREMENTS

- * Appointees are required to provide verification of citizenship identity and employment eligibility under the Immigration Reform and Control Act of 1968 (Public Law 99-603).
- * All qualifications and legal and regulatory requirements must be met by the closing date of this

announcement.

- * Applications can be accepted from students who expect to complete qualifying education within 9 months from the date of application. However, verification that the education was completed successfully has to be obtained before the applicant can be appointed.
- * If selected, male applicants born after December 31, 1959, must confirm their selective service registration status.
- * Before being hired, you will be asked to complete a Declaration to determine your suitability for Federal employment and to authorize a background investigation. You will be asked to sign and certify accuracy of the information in your application. If you make a false statement, you may not be hired, you may be fired after you begin work, or you may be fined or otherwise penalized.

EVALUATION METHOD

- * Candidates found basically qualified will be rated and ranked on the extent and quality of their total backgrounds relevant to the rating factors listed in this announcement. Appropriate credit will be given for job-related experience, training, education, awards and outside activities.
- * If a list of eligibles is requested from the Program Support Center (PSC) Delegated Examining Unit (DEU), all non-status candidates who meet minimum requirements will be referred to the PSC/DEU for rating, ranking and referral.

INDIVIDUALS WITH DISABILITIES, DISABLED AND VIETNAM ERA VETERANS, AND GULF WAR AND RECIPIENTS OF EXPEDITIONARY MEDAL(S)

- * Competitive status is not required for individuals with severe disabilities, veterans who are 30% or more compensable disabled and Vietnam Era Veterans who are eligible for appointment under special hiring authorities. Contact the Selective Placement Coordinator on (301) 504-3265, for hearing impaired, contact Maryland Relay (1-800-735-2258) for additional information.
- * The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site at www.opm.gov.
- * **Veterans Employment Opportunity Act of 1998:**
When area of consideration is outside the Department of Health and Human Services, veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for merit promotion vacancies.
- * This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

PRIVACY ACT STATEMENT: The application forms prescribed are used to determine qualifications for promotion, reassignment, or employment and are authorized under Title 5 U.S.C., sections 3302 and 3361.

DEPARTMENT OF HEALTH AND HUMAN SERVICES SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certification of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (Tenure group I or II) competitive service employee who has received a RIF separation notice or a Certification of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet all education, experience and knowledge, skills, and abilities (KSA) factor(s), meet the selective criteria factor(s) and meet the above-average-level range of a four-level crediting plan for all KSA factor(s).

Please state on your application the promotion potential level of your present position

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION
UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced

employees.

- A. Current or former career or career-conditional (Tenure group I or II) competitive service employees who:
 - 1. Received a specific RIF separation notice; or
 - 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 - 5. Retired under the discontinued service retirement option; or
 - 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code.
- 2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 - 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 - 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
 - 6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet all education, experience and knowledge, skills, and abilities (KSA) factor(s), meet the selective criteria factor(s) and meet the above-average-level range of a four- level crediting plan for all KSA factor(s).

OMB Number 0990-0208
Expires 8-31-2001

APPLICANT BACKGROUND SURVEY

General Instructions

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form

is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your entries clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth: _____

C. For Agency Use

D. How did you learn about the position or exam for which you are applying ? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

___ Hispanic Origin

A person of Puerto Rican, Mexican, Cuban, Central or South American, or other Spanish cultures or origins regardless of race.

___ Not of Hispanic Origin

F. Race

1. ___ American Indian or Alaskan Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. Specify tribal affiliation _____

2. ___ Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, Samoa, and Vietnam.

3. ___ Black

A person having origins in any of the black racial groups of Africa

4. ___ White

A person having origins in any of the original people of Europe, North Africa, or the Middle East.

G. Sex ___ Male ___ Female

H. Disability

A person is disabled if he or she has a physical mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

1. ☐ I do not have a disability
2. ☐ Deaf
3. ☐ Blind
4. ☐ Missing Extremities
5. ☐ Partial Paralysis
6. ☐ Complete Paralysis
7. ☐ Convulsive Disorder
8. ☐ Mental Retardation
9. ☐ Mental or Emotional Illness
10. ☐ Severe Distortion of Limbs and/or Spine
11. ☐ I have a disability, but it is not listed

Specify _____

Privacy Act and Burden Statement

Privacy Act Information. The information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) for individuals completing Federal records and forms that solicit personal information. The authority is title V of the U.S. Code, sections 1302, 3301, 3304, and 7201. Purpose and Routine Uses. This form is maintained in Privacy Act system records 09-90-0006. Applicants for Employment Records, HHS/OS/ASPER. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. Effects of Non-Disclosure: Providing this information is voluntary; no individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.